

1 July 1976

MEMORANDUM FOR THE RECORD

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FROM : [REDACTED]
OP/Review Staff

SUBJECT: Minutes of ADMAG Business Meeting 16 June 1976

1. The following ADMAG members were present at the business meeting held on 16 June 1976 in the OMS conference room:

<u>Office</u>	<u>Name</u>
Communication	[REDACTED] (Chairman)
Medical Services	[REDACTED]
Security	[REDACTED]
Joint Computer Support	[REDACTED]
Personnel	[REDACTED]

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2. [REDACTED] of the Office of Training was present during the first part of the meeting. She had been invited to provide the Group feedback regarding our participation in the Trends and Highlights course which she had directed during the past year. She advised that there is interest at the DDA level that ADMAG make a presentation to the course and she felt for that and other reasons we would continue to be invited to participate. She commented that our presentations tended to be disorganized and lacked direction; we rambled with no conclusions. She said that [REDACTED] had done a very good job last time and that his format might be used in the future. She suggested we discuss more of our successes and failures and that we keep it "short, simple and sexy". We agreed that 45 minutes is about the length of time we should spend. [REDACTED] excused herself at five p.m. as she had another appointment.

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3. [REDACTED] provided us with the following outline of his comments to the Trends and Highlights course:

Who we are - History
Why at Trends and Highlights
What we can and cannot do
What we have done
What we are currently discussing and where the discussions stand

Ask for their gripes and complaints on paper and unsigned

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Billy also provided the group with the collection of the "gripes and complaints" he and [REDACTED] had received. That collection will be typed and distributed to all members of the Group.

4. It was agreed that the Vacancy Notice paper as finally drafted would be forwarded to the DDA.

5. It was agreed that the 16 June 1976 redraft of the paper discussing a "Non Profit Transportation Association" would be forwarded to the DDA. The paper will be forwarded with a buck slip not explaining interest may have lessened due to the availability of gas today as opposed to the availability of gas even a year ago.

6. During the past six months ADMAG has discussed several topics that have not merited separate papers. Some of the topics were generated by participants of the Trends and Highlights courses. The following are statements regarding those topics:

Information Services directory or list to aid in locating certain services in the Agency. ADMAG believes the current telephone director is sufficient for this purpose as it covers the majority of all needs. It may be helpful to new employees at EOD to be provided a special list of phone numbers and room locations of activities and services that may be of particular interest to them

Two Grade Promotions has been the subject of numerous studies throughout the years. Staying with the one grade promotion is a conscious management decision and is apparently intended to hold down the average grade in the Agency. The decision does not rule out all possibility of two grade promotions but it does make it necessary to specially support and request such promotions.

Management Training courses are available within the Agency under the sponsorship of OTR and there are external courses also available. Individuals feeling they are in need of this type training should address the matter to their Career Management Officer, Training Officer, etc. It is also a responsibility of "Management" to monitor the needs for this type training and tools such as the APP and PDP are available and being used for this purpose.

Small Car Lanes have been considered as a possibility for providing additional parking spaces within the Headquarters complex and we have been advised by a representative of the Office of Logistics that there would not be a saving of space sufficient to warrant the action. ADMAG feels this idea deserves a second review especially with the declining interest in car pools and the apparently increasing popularity of small cars for home to work transportation.


Car Pool Passes are undoubtedly being abused by some as is the case in many "privilege" programs. ADMAG feels most problems with car pool passes and all parking permits rests in the methods of administering the parking programs at the Office level and should be addressed within the Offices as opposed to being a matter of Directorate or Agency concern.

Flexible Hours are currently in operation within certain Agency components and the Agency has stated officially its support of the proposed legislation on this subject.

Employee Briefings are provided to summer only employees by Office Heads and it has been expressed by some employees at many grade levels that the summer only knows more about what is going on than many permanent employees. There is great empathy at all levels for increased substantive communication as to what is going on within the "Office" and within the Agency. This is one more aspect of the suggestion made by ADMAG to the DDA in a memo dated 15 April 1976 the subject of which was "Employee Pride in Agency Accomplishments".

Exercise Facility in Rosslyn would create many problems re location, cost and etc. This is a matter that could be better addressed by EAA whose responsibility it is to run and maintain the Headquarters exercise facility. *Attached is the list of 446 interested*

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7.  was elected to serve as chairman of ADMAG for the months of July through ~~December~~ *Sep* 1976. *(on pink sheet)*

8. The first order of business at the next business meeting will be the election of a recorder.

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